

STATE OF WASHINGTON

DEPARTMENT OF COMMUNITY, TRADE AND ECONOMIC DEVELOPMENT
OFFICE OF MANUFACTURED HOUSING

IMPORTANT INFORMATION

All Washington certified manufactured home installers must attend a 4-hour continuing education class in 2004.

You will find the schedule for the 2004 manufactured home installer continuing education classes on the back of this sheet. Read the Q & A below and follow the instructions for completing the enclosed registration form .

Q. Who needs to attend the MH Installer Continuing Education Course?

A. All currently certified installers must attend a continuing education course in 2004.

Q. What if I fail to take the 4-hour continuing education class in 2004?

A. If you fail to take the continuing education class in 2004, you will be required to retake the 12-hour installer training course at a cost of \$100 prior to your next expiration date. *(Note: If you don't complete the continuing education class in 2004 and no 12-hour class is scheduled prior to your expiration date, you will be required to take the 12-hour training and certification exam before your certification will be reinstated.)*

Q. My certification expires in 2004 and the continuing education class in my area is scheduled after my expiration date. Will I be penalized if I wait and take the continuing education class in my area?

A. No, you will not be penalized for taking a continuing education class later than your 2004 expiration date as long as: 1) you do attend a continuing education class in 2004 , and 2) you pay your certification renewal fee prior to the expiration date. *(This applies to installers whose certification expires in 2004 only.)*

Please call Cindy LaRose at 360-725-2957 if you have questions regarding continuing education.

Instructions for completing the continuing education registration form.

1. Complete the requested name and mailing information in the top box of the form.
2. Pick your first and second choices for class location and date from the schedule located on the back of this sheet.
3. Enter your first location choice and date; indicate morning or afternoon session.
4. Enter your second location choice and date; indicate morning or afternoon session.
5. Mail registration form with check or money order to the address listed on the registration form. If mailed within one-week of the course, you must also fax your registration form.

NOTE: Registrations are accepted on a first-come first-served basis. We will make every attempt to place you in your first choice; however you are not guaranteed a spot until your registration is received and accepted by the department. DO NOT WAIT UNTIL THE LAST MINUTE TO MAIL YOUR REGISTRATION FORM, early registration will help ensure placement in the location and time of your choice.

2004 Continuing Education Course Schedule

Morning and afternoon sessions are available for each date.

Spokane	March 19
Spokane 2	July 20
Wenatchee	April 22
Olympia	May 27
Chehalis	June 15
Vancouver	June 16
Yakima	July 13
Walla Walla	July 14
Moses Lake	July 21
Marysville	August 26
Bellingham	September 23
Richland	October 14
Bremerton	October 28
Tacoma	November 2